

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: June 12, 2020

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RFP No. 043-T-2020 (P)

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Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement shall receive proposals for the work described below. Proposals shall be received no later than **Thursday, July 16, 2020 at 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

The Government, through the Department of Property and Procurement is in need of a Contractor to conduct risk management assessment services of its owned facilities/properties and deliver a scheduled list of insurable properties/facilities to be placed on the Government of the Virgin Islands Insurance Policy.

**NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement shall appoint a Selection Committee to assist in the evaluation and selection of at least one Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee shall select for discussions from the firms or persons, in order of preference, those firms or persons **deemed to be most highly qualified to provide the services herein required.** Discussions shall be conducted successively and severally with the firms or persons so selected on the anticipated concepts for furnishing the services hereunder.

**FACTORS FOR DISCUSSIONS**

Selection criteria shall include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person

specializes in or has provided services of a type and scope similar to the services hereunder; (iii) familiarity with the location (s) in which services shall be performed; (iv) capability of meeting schedules; (v) quality of performance on other similar projects and the cost proposal. **Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.**

## **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firms or persons with whom contracts shall be negotiated.** The Commissioner of DPP, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firms or persons.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm(s) considered to be the most qualified, at a price the Commissioner determines to be fair and reasonable to the Government, negotiations with those firm(s) shall be formally terminated. Negotiations shall continue with other the selected firm(s) until an agreement is reached.

Anthony D. Thomas  
Commissioner  
Property and Procurement

## **INSTRUCTION TO PROPOSERS**

### **A. NOTICE**

**RFP-043-T-2020 (P) – To Provide Property Risk Management Services in the St. Thomas/ St. John and St. Croix District in the United State Virgin Islands.**

Information provided in the scope of services is to be used only for purposes of preparing a proposal. It is further expected that each respondent/ proposer shall read the scope of services thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. An award will be made to the most **responsive and responsible** bidder whose offer,

conforms to the solicitation. **The order of importance for this bid is: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost.**

Applicants are requested to submit proposals on the basis of the scope of services. Alternative proposals recommending new features and technology other than that requested in the scope of services shall receive consideration provided such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Requests for additional information clarifying the Scope of Services should be directed in writing to **Assistant Commissioner, Lisa M. Alejandro** at e-mail address, [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

## **B. STATEMENT OF PURPOSE**

To assist the Government of the Virgin Islands in meeting the requirement for the following service: **RFP-043-T-2020 (P) – To Provide Property Risk Management Services in the St. Thomas/ St. John and St. Croix District in the United State Virgin Islands.**

## **C. PROPOSED SCOPE OF SERVICES:**

**Purpose/Overview:** The purpose of this Request for Proposals (“RFP”) is to solicit proposals from qualified contractors in performing property risk management services of the Virgin Islands Government (“Government”) properties/facilities towards establishing a new scheduled list of properties for insurance coverage(s), and advise the Government during internal deliberations on its own policy. The Virgin Islands Government properties/facilities are located throughout the Territory, on the Islands of St. Croix, St. Thomas, St. John and Water Island. The selected Contractor will be responsible for assessing the Government’s current schedule of properties/facilities to include any other property/facility that has been altered or acquired by the Government that is not on its current schedule. The selected Contractor will be required to travel between the Districts to perform the risk management assessment services.

The selected Contractor shall provide Property Risk Management Services to the Government of the Virgin Islands, Department of Property and Procurement (“Department” or “Government”). The Property Risk Management Services shall not include property appraisals of the Government properties. The selected Contractor shall perform and deliver the following services:

- Conduct an assessment of all government owned facilities/properties as provided by the Government.

- Review the Government's current scheduled list of facilities/properties and advise the Government of any additional coverages that the Contractor feels should be carried but are not available or addressed under its current coverages.
- Advise the Government of any or all facilities/properties that should be removed from the current scheduled listing of insured facilities/properties and provide written industry justification for recommending removal.
- Advise the Government of facilities/properties that are not on current scheduled listing that should be added to the current scheduled listing of insured facilities/properties and provide industry justification for recommending the addition of said facilities/properties.
- Advise the Government's Executive Branch during its internal deliberations on its policies on Territorial Insurance Coverage and Property Risk related matters. Provide testimony in a supportive role to DPP before the VI Legislature if needed.

The selected Contractor shall assist the Government in developing a new scheduled list of government properties identifying coverage values and types. The Contractor shall review the Government's current scheduled list of properties, to include any properties not listed in the scheduled list of insurable facilities/properties but requested by the Government for assessment.

### **Deliverables**

The selected Contractor shall establish and provide to the Government a timeline for completing the assessment. Providing a list to the Government will allow the Government to provide notices to sites wherein the Government may have tenants.

Selected Contractor shall provide the Government with a report detailing its assessment to include but not limited to a timeline for completing the project, detail recommendations for adding or removing facilities/properties and Contractor's approach to conducting the assessment. The Contractor shall provide the following deliverables to the Government:

- Strategic approach and timeline for completing the assessment to include dates for selected site visits
- Recommendation report of all facility/property assessments which shall include the new scheduled list of insured facilities/properties

The reports (timeline, recommendation and final assessment report) shall be submitted via electronic mail (email) in MS Word or Adobe Reader (PDF). Reports shall be e-

mailed to the Deputy Commissioners of Property of the Department of Property and Procurement. Contract information shall be provided to the successful proposer of this RFP.

### **Government Responsibilities**

The Government shall provide the selected Contractor with:

- The current scheduled list of all insured facilities/properties
- Access to government sites where necessary
- Notice of approval of the selected Contractor's recommendation before final assessment is submitted
- Contact information of the Government's representative/s

### **D. TIMETABLE**

- 1. Request for Information:** The last day for request for written clarification will be **Friday, June 26, 2020, at 12:00 noon.** Atlantic Standard Time.
- 2. Due Date:** The proposals will be accepted at the Department of Property and Procurement no later than **Thursday, July 16, 2020, at 4:30 p.m.** Atlantic Standard Time.

### **E. SUBMISSION OF PROPOSAL- HAND-CARRIED PROPOSALS**

- 1.** All interested parties shall submit *one* (1) original and *four* (4) copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Thursday, July 16, 2020 at 4:30 p.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas  
Commissioner  
Department of Property & Procurement  
8201 Subbase, 3<sup>rd</sup> Floor  
St. Thomas, Virgin Islands

**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED PROPOSALS-DO NOT OPEN  
RFP- **043-T-2020 (P)**  
(Name of Bidder)  
(Mailing Address of Bidder)  
(Telephone Number of Bidder)  
(Email Address of Bidder)


Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

### SUBMISSION OF PROPOSAL- ELECTRONIC SUBMISSIONS

2. All interested parties shall submit an electronic submission to [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than **Thursday, July 16, 2020, at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must also include the **Company's Name-Solicitation Number and Due Date**. The second page of each electronic submission **must only contain** the following words in red font:  
**"CONFIDENTIAL BID SUBMISSION"**

**THE ELECTRONIC SUBMISSION OF PROPOSALS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:**

	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

Where proposals are sent by email, the bidder shall be responsible for their email to the Department of Property & Procurement before the date and time set for the closing of acceptance of proposals. Proposals received after the official deadline will be considered **LATE** and will **NOT** be considered for evaluation.

## **F. WITHDRAWALS OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI

## **G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of services, he/she may submit to the GVI a written request for an interpretation thereof to the **Lisa Alejandro, Assistant Commissioner** at **[lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov)**. GVI shall not respond to questions received after the above established date. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the scope of services shall be made in writing to all prospective providers. Oral explanations shall not be binding.

## **H. CONSIDERATION OF PROPOSAL**

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of services and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI shall be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

## **I. ACCEPTANCE OF PROPOSALS**

GVI shall notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

## **J. CONTENTS OF PROPOSAL**

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, shall result in point deductions accordingly and the proposal rating shall be reflected as such.

1. Introductory letter about the applicant:
  - a. Name, address, email and telephone numbers.
  - b. Type of service for which individual/firm is qualified.
2. Organization:
  - a. Current Business License for services being advertised.
  - b. Current trade name registration certificate, if applicable
  - c. Certificate of Good Standing dated July 1, 2019 or later
  - d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable.
  - e. Sam.gov registration and Duns Number
3. Staffing:
  - a. Provide a listing of staff available for the project.
    - i. Principals of Firm
    - ii. Key Personnel
    - iii. Staff available
    - iv. Resumes
4. Sub-contractors:
  - a. Provide listing of Sub-contractors that shall be retained for this project including phone numbers.
  - b. Provide what percentage of work will be sub-contracted.

**PLEASE NOTE: A company cannot submit a bid proposal and at the same time be listed as a subcontractor on another company's proposal for the same project.**

5. Project experience:
  - a. Provide a listing of related projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a listing of projects currently being performed. Include a brief description of the project and percentage completed.
6. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:



- a. Include information about past performance on similar project from authorized representative.
- b. Include a working telephone number; and email address to be contacted; and
- c. Notarized.

7. Project Approach:

- a. Narrative description of your approach to this project and any unusual aspects or challenges you foresee with this project.
- b. Does the project plan address the criteria identified in the RFP Scope? Is there a project plan against which to measure progress?
- c. Quality of Proposal Presented.

8. Insurance Requirements: The cost of which shall be borne by the Contractor and maintained fully during the term of the contract.

- a. **Certificate of Government Insurance** (Workmen's Compensation):
  - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.
- b. **Commercial General Liability Insurance:**
  - ii. Respondent shall carry comprehensive general liability on an occurrence form acceptable to the Government, on a per occurrence basis with a minimum limit of not less than one million dollars (\$1,000,000.00) for anyone per occurrence for death or personal injury and one million dollars (\$1,000,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government as a certificate holder and an additional insured via an endorsement General Aggregate shall apply on a policy basis. *(Limits may be reduced by making formal requests to the Commissioner of Property and Procurement; however, limits may **not** be reduced in amounts less than the value of the contract).*
  - iii. Respondent shall provide a Certificate of Insurance reflecting required coverage.
  - iv. If awarded, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.
- c. **Professional Liability (Errors & Omissions)** Insurance appropriate to the selected Contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the Contractor's services as defined in the

contract resulting from this RFP. Selected Contractor shall add the Government of the Virgin Islands as a **certificate holder only**.

9. Cost Proposal:

a. Hand- Carried Mail:

**The Contractor will provide cost estimates for the following outlined services: One (1) original and four (4) copy sets must be submitted in SEPARATE sealed envelope.**

- i. Cost for conducting the assessment
- ii. Deliverables

b. Electronic Submission:

**The contractor will include the cost estimate for the following outlined services. The cost proposal form shall be submitted as the last page of the proposal.**

- i. Cost for conducting the assessment
- ii. Deliverables

**K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer for the same request for proposals; the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person (s) or firm (s).

**L. LICENSE REQUIREMENT**

An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. A current hard copy of a valid Virgin Islands Business License must be submitted within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

**FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

**M. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO  
CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

**a.** See attached and see link below:

<https://dpp.vi.gov/sites/default/files/forms/New%20-%20List%20of%20Required%20Docs.09.17.2018.pdf>

**b.** THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.